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Classification

7  
(01/81)

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS-OTR-LS-16	
1. TITLE OF REPORT (If a fill-in report include Form No.) LANGUAGE TRAINING REPORT						2. TYPE OF REPORT <div> <div>XXX</div> <div>STATISTICAL</div> <div>XXX</div> <div>NARRATIVE</div> <div></div> <div>MACHINE-NAME LISTING</div> </div>	
3. FUNCTIONAL AREA		PERSONNEL		XXX	TRAINING	ADMIN. GENERAL	
		LOGISTICS			SECURITY	OTHER (specify)	
		MEDICAL			FINANCE		
4. NO. OF COPIES PREPARED 10		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual			6. DISTRIBUTION (No. of components not number of copies) 5		
7. FORMAT (memorandum, form computer print-out, etc) Memo		8. ADP PROCESSING <div> <div>YES</div> <div>IF YES GIVE ADP PROCESSING NO.</div> <div>XXX</div> <div>NO</div> </div>			9. DIRECTIVE AUTHORITY REQUIRING REPORT DTR Verbal Order		
10. PREPARING COMPONENT (include lowest level contributing information to report) Language School				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 6 (Reports by LS Dept. Chiefs, Branch Chiefs and Registrar.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-10	5.23		40		209.20		1 \$209.20